



# Microenterprise Program Associate

Salem, MA

**This is a Full-Time Service Opportunity through the AmeriCorps LISC program (11 months, 1700-Hours)**

## **Why Work at North Shore CDC?**

*North Shore Community Development Coalition (NSCDC) is a regional, nonprofit organization committed to investing in neighborhoods to create thriving communities. We envision a North Shore where every neighborhood is one of choice and opportunity. Our neighborhood revitalization model focuses on projects that have lasting benefits for entire neighborhoods with need-based programs that build future city leaders and self-sufficient residents. Our diverse staff is passionate and committed to helping our communities thrive and grow. This position offers the chance to make a significant difference in the lives of North Shore Residents while building your own professional skills in small business entrepreneurship.*

*This Position Description and the activities and goals noted below represent the service the Member will be providing at the placement site North Shore Community Development Coalition. This is an AmeriCorps position and as such, the Member may not engage in prohibited activities as part of his/her/their service. An AmeriCorps Member is providing national service and is not considered an employee of either LISC or the placement site. AmeriCorps members are responsible to perform the activities outlined below, and work towards achieving the goals outlined in this Position Description.*

*The Member is expected to undertake the following generalized activities toward goal achievement. These activities may or may not include administrative duties related to the below goals/activities, or newly assigned activities that are allowable and not prohibited by AmeriCorps, may be assigned by the placement site in furtherance of goal attainment.*

**Position Description:** The associate, under the guidance of the Small Business Coordinator, assumes a pivotal role in fostering community engagement within the Small Business Program and the Community Building Department. This position entails providing essential support for business coaching, one-on-one mentoring sessions, focus groups, and workshops. Additionally, the associate will conduct thorough research on small business resources to enhance the curriculum and collaborate closely with the coordinator to cultivate an inclusive and enriching program for small business owners and entrepreneurs. We seek an outgoing, innovative, and enthusiastic individual who thrives in the dynamic environment of a program that is continuously evolving and expanding.

## **KEY RESPONSIBILITIES:**



- Assist clients with marketing needs like website builds and business administration skills
- Spanish/English translation support for business coaching sessions conducted by the Small Business Coordinator
- Help manage events by organizing logistics, booking partners, communicating with business owners, and contributing to conversations during workshops
- Craft program social media posts and engage online
- Conduct community outreach walks to help build relationships and trust with the local immigrant community
- Research small business opportunities and fine-tune the program's database of resources.

#### **ADDITIONAL AREAS OF EXPANSION:**

- Find a “business of the week” and write synopsis, photograph north shore businesses and neighborhoods, create event flyers and help draft a monthly newsletter of resources for small business owners
- Assist with the development of personal finance education to support the family success program and round of the economic development support

#### **REQUIREMENTS:**

- Bilingual in English and Spanish
- Ability to work collaboratively and communicate effectively with co-workers
- Excellent written and oral communication skills
- Digital proficiency is required (basic excel, canva, facebook and instagram)
- Willing to take the initiative on projects and the capability to work independently
- Informed on anti-racism work and cultural competency, and a commitment to promoting equity

**To Apply:** Please submit both a resume and cover letter to: Nina Lissarrague, Small Business Coordinator at [Nina@northshorecdc.org](mailto:Nina@northshorecdc.org).

**More Information: North Shore CDC is a member of Opportunity Communities (OppCo), a non-profit membership organization.** OppCo provides human resources for NSCDC. OppCo and its member CDCs, North Shore CDC, Nuestra Comunidad CDC, and The Neighborhood Developers are equal opportunity organizations. We recruit, employ, train, compensate, and promote without regard to race, religion, creed, color, national origin, age, gender, gender identity, sexual orientation, marital status, disability, veteran status, or any other basis protected by applicable federal, state, or local law.